

SELF SERVICE CENTER

INSTRUCTIONS: HOW TO FILE A CLAIM AGAINST THE ESTATE

1. **WHO CAN FILE A CLAIM:** Generally, you must reasonably believe that the person who died owes you money.
2. **WHEN A CLAIM MUST BE FILED:** You are not required to file a claim against the estate if the Personal Representative has paid you or is making arrangements with you to pay what is owed from the decedent's property. But here is what the law currently provides as to Creditors:
 - All **persons unknown** to the Personal Representative, having claims against the Estate are required to present their claims **within four months** after the date of the **first publication** of the NOTICE TO CREDITORS or the claims will be **forever barred**.
 - All **persons known** to the Personal Representative, having claims against the Estate are required to present their claims **within four months** after receipt of the NOTICE TO CREDITORS by mail or the claims will be **forever barred**.
 - Claims must be presented by **delivering or mailing** a written statement of the claim to the Personal Representative at his or her address; you do **not** need to file the claim in court, unless you want to.
4. **HOW TO FILE A CLAIM AGAINST THE ESTATE WITH THE COURT:** If you are a person to whom the estate owes money, and you want to file the claim with the court, complete a CLAIM AGAINST THE ESTATE, which is included in this packet. File the **original** with the Probate Registrar, at the court location where you filed the Application, which is one of the 2 locations listed below.

DOWNTOWN PHOENIX: Probate Court Administration Old Courthouse, 1st Floor 125 West Washington Phoenix, AZ 85003-2205	NORTHEAST PHOENIX: Probate Court Administration 18380 N. 40 th St. Phoenix, AZ 85032
SURPRISE: Probate Court Administration Northwest Court Facility 14264 West Tierra Buena Lane Surprise, Arizona 85374	MESA: Probate Court Administration 222 East Javelina Avenue 2nd Floor, Suite 2100 Mesa, AZ 85210-6201
5. **CHARGE TO FILE THE CLAIM IN COURT:** You must pay **\$18.00** to file the claim with the court. You do not need to pay anything to mail the claim to the Personal Representative.